

CHAPTER 1 - GENERAL

1.1 - PURPOSE -

1. This SOP provides general and specific guidance for assigned aviation crewmembers and technicians in the administration and operation of the Los Alamitos Army Aviation Support Facility (AASF #1). All references to the “facility” contained herein refer to AASF #1
2. This SOP is directive in nature, but does not prohibit alternate courses of action when justified. Any deviation from this SOP must be reported in writing to the facility Commander within 48 hours of occurrence.

1.2 - SCOPE.

1. The policies and procedures contain herein are directive in nature. These procedures are to be used in conjunction with ARs 95-1, 2, and 3; AR 385-95; NGRs 95-1, 2, and 3; NGR 95-210; TC 1-210; Chapter 3 of FORSCOM Regulation 350-3; Cal ARNGR 95-1; FAR Part 91, AFRC 95-1 and other appropriate regulations and publications.
2. This SOP applies to the operation of all CA ARNG aircraft operated by CA ARNG aviators, advisors, and aviators of other out of state ARNG units.

1.3 - OBJECTIVES -

1. Achieve standardized operations, training and evaluations for all assigned and supported personnel.
2. Ensure all crewmembers attain and maintain Army Aviation ATM standards.
3. Ensure all assigned and supported personnel become familiar with this SOP upon assignment and review it annually.
4. Provide guidance for implementation of the AAASF Accident Prevention Program.
5. Provide information and guidance to commanders and staff officers for the management of Army Aviation assets and the training of aviation personnel.
6. Provide support for the administration and conduct of individual aircrewmember flight training and aviation unit flight and maintenance training.
7. Supervise the ARNG Readiness Additional Flight Training Periods (RAFTP).

1.4 - CHANGES -

This SOP is reviewed annually, and changes are published as required. Recommendations for changes should be submitted to: Commander, Los Alamitos Army Aviation Support Facility, JFTB, Los Alamitos, 4612 Doolittle Avenue, Los Alamitos, CA 90720-5149.

All recommended changes should note the specific page, paragraph and line of the text to be amended.

1.5 - DEFINITION OF ARMY AVIATION SUPPORT FACILITY (AASF) -

1. In the Army National Guard, a consolidation of aviation training and maintenance of ARNG aircraft is made at centralized locations designated as Army Aviation Support Facilities.
2. The facility is responsible for the support of unit individual aircrew training, of the assigned units aviation maintenance, and of assigned state missions.

1.6 - FACILITY HOURS OF OPERATION -

1.6.1 - NORMAL HOURS -

Normal duty hours for this Facility are as follows:

<u>DAYS</u>	<u>DUTY HOURS</u>
Monday, Friday	0700-1730
Tuesday - Thursday	0700-2300

1.6.2 - HOLIDAYS -

All Federal holidays are observed.

1.6.3 - WEEKENDS -

The Facility is open a minimum of one Saturday per month for extended AFTP support.

1.6.4 - OTHER –

Units assigned the facility should submit special requests for additional extended AFTP support as soon as possible to allow for scheduling.

1.7 - UNIFORM/APPEARANCE POLICY

Technicians and supported personnel are required to wear the appropriate military uniform and abide by the same appearance standards as active military personnel. Conflicts and violations are referred to Technician Supervisors or the Facility Commander for immediate correction. Personnel requesting AFTPs may be denied if, in the opinion of the Operations Duty officer or Facility Commander, he or she is not in the proper uniform or properly groomed.

1.8 - EEO PROGRAM

This activity will be committed to assure that equal employment opportunities exist in all aspects of its operations affecting employees and applicants for employment. In addition, the following guidelines will be affected:

1. No violations of the EEO program will be tolerated.
2. The State Affirmative Action Plan will be enforced.
3. An EEO Counselor will be appointed and made available to all personnel.

1.9 - DISTRIBUTION BOXES

Distribution boxes have been established for each aircrew member. All correspondence of a routine nature will be placed in the distribution box. Only material which requires immediate attention will be mailed to the individual's home. It is important that everyone check his/her distribution box at every opportunity and clear (empty out) his/her distribution box during each visit to the Facility.

1.10 - REFERENCES -

Applicable references will be cited within this document as necessary for referral to the source of the information.